



Make a Difference

MAINE

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- Benefits
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- Paid Holidays
- Training
- Career Path
- Promotional Opportunities
- Part Time
- Full Time
- Seasonal Jobs

HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified

Career Opportunity Bulletin

SECRETARY LEGAL

Code: 655600

Pay Grade: 13 (\$12.48 – 17.48/hr.)

Open for Recruitment: June 13, 2013 - *Until Canceled*

JOB DESCRIPTION

This position assists an individual(s) with administrative details including responsibility for performing complex clerical tasks. As an employee in this position you will be responsible to use independent decision-making on the appropriate processes to follow, information to process, and actions to take in accordance with standard procedures. The Secretary-Legal is responsible for supporting one or more attorneys and/or individuals in the legal field requiring specific knowledge of legal terminology, procedures, and documents.

Typical Duties

- Creates spreadsheets and perform data management.
- Develops and uses computerized formats and/or graphics for forms, pamphlets, graphs, charts, tables, and/or maps.
- Proofreads, and/or edits complex and technical records, letters, memos, reports, contracts, and/or documents.
- Takes and/or transcribes notes, dictation, transcripts, and/or tapes into written minutes and/or reports and/or legal documents.
- Posts to, amends, and/or updates web pages using established content and knowledge of modern office software.
- Corresponds orally and/or in writing with the public to receive/supply information and/or adjust complaints.
- Researches reference materials.
- Gathers and compiles information for reports, records, and/or presentations.
- Writes regular and/or periodic reports.
- Monitors, requisitions, purchases, and maintains inventory/supplies.
- Examines documents/information, determines facts, detects errors and irregularities, and takes action as authorized.
- Applies to routine individual cases an explanation and interpretation of applicable rules, regulations, policies, procedures, codes, and/or documentation requirements.
- Develops standard work procedures within established guidelines.
- Serves on committees and/or coordinate meetings.
- Operates applicable specialized equipment upon completion of appropriate training.
- May provide ongoing leadership for a work team with responsibility to schedule, instruct, assign, review, and monitor the work.

MINIMUM REQUIREMENTS

In order to qualify, you must have training, education or experience in office and administrative support work that demonstrates 1) competency in applying a general knowledge of the principles and practices of office processes and administrative functions to perform routine secretarial support tasks and 2) the ability to use independent decision making on the appropriate processes to follow, information to process and actions to take in accordance with standard procedures.

Value of State-paid Dental Insurance: \$13.69 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

Value of State's share of Employee's Retirement: 11.54% of pay.